

**Figure C.8.6-1**

**Company Letterhead**

MM/DD/YYYY

Department of the Treasury  
Internal Revenue Service (or Bureau Name)  
Name & Address of Recipient

ATTENTION: (Contracting Officer Name, Contracting Officer)  
(or Lead COTR or COTR)

REFERENCE: (TIPSS-2 Contract Number and Task Order Number, if applicable)

SUBJECT: (Deliverable Description)

Dear Mr. or Ms. XXXXX;

In accordance with the above referenced contract (and Task Order, if applicable),  
(Contractor Name) submits the enclosed (reports or deliverables).

Copies of the attached are also being provided to (Contracting Officer, Lead COTR and or  
COTR or other appropriate POC).

Should you have any questions, please contact the undersigned at (xxx) xxx-xxxx.

Sincerely,

Name  
Title

Enclosure(s):  
cc:

**Figure C.8.7-1**

**TIPSS-2 Inspection, Acceptance & Receiving Report**

**Contractor Name**

**TIPSS-2 Contract Number**

**Task Order Number**

Department of the Treasury

Internal Revenue Service (or Bureau Name)

Name & Address of Recipient (COTR)

Date Delivered: MM/DD/YYYY

Task Order Deliverable No.	Description	Quantity	Location Delivered (if different from above)	Date Accepted

All the requirements have been received, inspected and accepted by me, the COTR, and meet the terms of the contract except as noted below: *(List the requirements that were not accepted and/or not delivered and state the reason why)*

\_\_\_\_\_  
COTR Name (Printed)

\_\_\_\_\_  
COTR Signature

\_\_\_\_\_  
Date